

Collaborating with the SMART Hub SE240



Introduction

You can configure the SMART Hub SE240 to use SMART Bridgit™ to share applications and information with others. This guide provides an overview of the information you need to begin collaborating using the SMART Hub SE240.

In this lesson you will learn how to:


- Start a SMART Bridgit meeting using the SMART Hub SE240
- Join a SMART Bridgit meeting
- Leave a SMART Bridgit meeting

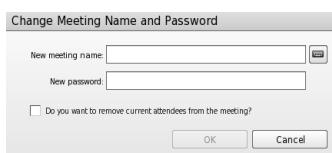
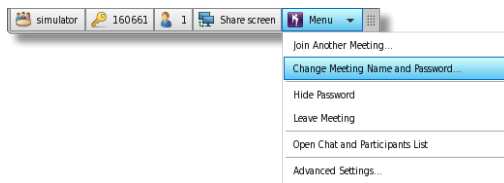
Note: The SMART Bridgit collaboration feature connects meeting participants through a SMART Bridgit Server. This feature is only available if the meeting host has access to a SMART Bridgit Server. For more information about SMART Bridgit Servers, refer to the *SMART Bridgit System Administrator's Guide*.

Starting a SMART Bridgit Meeting Using the SMART Hub SE240

SMART Bridgit meetings start automatically once you configure SMART Bridgit.

To change a meeting name and password:


1. Press the **Menu** button  on the SMART Bridgit Collaboration Bar located at the top of the screen
2. Select **Change Meeting Name and Password** from the drop-down menu. The *Change Meeting Name and Password* dialog box appears.




3. Type a new meeting name and password

Note: You can only change the meeting name and password if you are the meeting owner.

To share your display with other participants:

Press the **Share screen** button  on the SMART Bridgit Collaboration Bar.

To stop sharing your display:

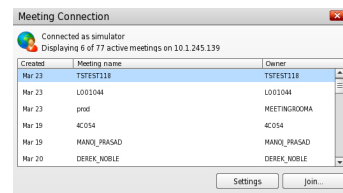
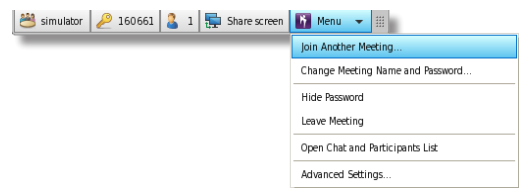
Press the **Stop sharing** button  on the SMART Bridgit Collaboration Bar.

Joining Another Meeting

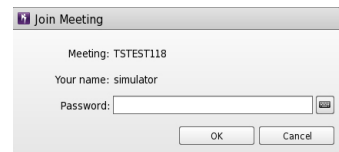
You can easily join another SMART Bridgit meeting using the SMART Hub SE240

To join another SMART Bridgit meeting:

1. Press the **Menu** button  on the SMART Bridgit Collaboration Bar
2. Select **Join Another Meeting** from the drop-down menu. A *Meeting Connection* dialog box appears.



3. Select the meeting you want to join from the meeting name list, and then press **Join**. The *Join Meeting* dialog box appears.



4. Type the meeting password in the **Password** box, and then press **OK**

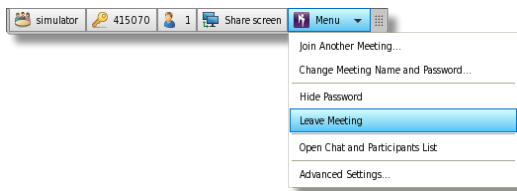
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Leaving a SMART Bridgit Meeting

You can leave a SMART Bridgit meeting at any time.

To leave a SMART Bridgit meeting:

1. Press the **Menu** button  on the SMART Bridgit Collaboration Bar
2. Select **Leave Meeting** from the drop-down menu



Note: If you are the meeting owner, you will be prompted to disconnect the remaining participants. If you press **Yes**, the meeting ends and the other participants are disconnected. If you press **No**, only you disconnect, and the meeting continues.

Conclusion



You can use the SMART Hub SE240 to remotely collaborate.

In this lesson you have learned how to:

- Start a SMART Bridgit meeting using the SMART Hub SE240
- Join a SMART Bridgit meeting
- Leave a SMART Bridgit meeting

For more information about the SMART Hub SE240, visit:

<http://smarttech.com/trainingcenter/material.asp>